

Minutes of Meeting

March 9, 2020

Call to Order/Roll Call

President Earl Thompson called the regular monthly meeting to order at the library at 6:30 PM. Also present were Dianne Allendorf, Craig Albaugh, Ginni Yarbrough, Gloria Junge, John Cox, and Library Director, Jenna Diederich. Maria Rector was excused.

Citizen Comments

Tim Doser was present and expressed concern that the digitization had been pushed back again and that the school year will be ending which will cause delays also. He was assured this item will come up later on the agenda.

Kathy Leonard was also present from the Friends group.

Consent Agenda

A motion was made and seconded to approve the items on the consent agenda including the minutes for February 10, 2020 and the bills paid/payable for 2/8/2020 – 3/6/2020. Motion carried.

Financial Report

Treasurer's Report

Craig reported that there is currently \$168,872.98 in the checking account and Illinois Bank & Trust. We spend, on average, \$25,00.00 per month for expenses, and we have 4 months left of operation this fiscal year.

There is \$226,626.70 in the savings account. Of this amount, \$155,000.00 is the original "restricted" Capital Improvement Fund that cannot be spent. The rest is interest that has accrued and other monies that have been added to the fund. Craig is suggesting that the \$2,423.89 earned in interest last year be put into the checking account. He is also suggesting that we separate the original \$155,000.00 and the approximately \$70,000.00 in interest for bookkeeping purposes.

Dupaco and First Community Bank will in the future send us a check for the interest on CDs each time it is paid and this will go into the checking account. Craig will set this up.

In regard to prior board resolutions regarding the Capital Improvement Fund, the budge was changed to read that the carryover from the previous fiscal year "may" not "shall" be put into

the Capital Improvement Fund, and the previous resolution was also voided at the November, 2019 board meeting.

Information regarding the Capital Improvement Fund will be provided to Pat McCarthy.

Friends Report

Kathy Leonard reported that the Annual Meeting Luncheon will be held June 21, 2020 at the library. Weeding of books for the Book Sale has begun, and the sale will be held July 24 – 26 (23rd for members) at Crossroads Church.

Library Director's Report

Jenna will be attending a budget workshop for first time directors. She has also applied for the Director's University to be held June 1 – 5 in Springfield. She will know in April if she has been accepted.

Jenna is working on a rough outline of the Strategic Plan and will meet with the staff to discuss it when completed.

Board President's Report

There is not yet an agreement with the Gazette regarding digitization as Carter Newton is still concerned that someone might use the digital images for profit. The content of the Gazettes is retained as the property of the Gazette and the digital copies are the property of the library as stated in the original document John sent to Craig Brown. This is also stated in Carter's original letter. Someone who wanted to use the copies for profit would still need the Gazette's approval. John's original document will be sent to Craig Brown (Gazette's attorney) to see if it will satisfy the Galena Foundation.

COMMITTEES

Building & Grounds

Colors for the painting and carpeting to be done in the main floor, Historical Room, and front entrance have been chosen. There is no schedule set for the painter as yet, but Jenna should have that this week.

In regard to the fireplace in the Children's Library, there is a conservator from Clarendon Hills who would come for one day at \$1,000.00 (does not include approximately \$350.00 for travel expenses). She would give us an assessment at the end of her visit. The committee is checking her references.

Earl will amend his proposal for the 2020 Exterior Building Inspection by taking out the total cost information as suggested by John. Earl will do the inspection at no cost to the library.

Finance

Policy

A motion was made and seconded to approve the Sexual Harassment Policy. Motion carried. The committee will meet on March 18 at 4:15 pm at the library.

HR

Unfinished Business

The Gazette Agreement was previously discussed.

Donations to the digitization project have slowed down. Craig proposed that \$10,000.00 be budgeted this year and for the next 2 years to complete the project for the years 1834 – 1920. After that we would do more as we have the money available. Jenna expressed concern about spending taxpayer money to fund something so heavily used by non-taxpayers and feels we should be sure it is a worthwhile project for the library to fund. Some board members expressed their feelings that this is important as the papers are self-destructing and will eventually be lost forever.

A motion was made to spend \$6,055.00 to fund the project for the remainder of this fiscal year. The motion was seconded.

Discussion occurred as to where the money would come from and it was decided Contingencies would be the best option.

The original motion was defeated.

A motion was made and seconded to take a maximum amount of \$6,055.00 from Contingencies to fund the digitization project through the end of this fiscal year after which time digitization will be put on a schedule and monies added to the budget as available for each fiscal year after. Motion carried.

New Business

There were no member concerns or comments.

A motion was made and seconded to publish the bid notice for the boiler replacement for 2 weeks . Motion carried.

The add would cost \$19.95 plus \$0.30 for each additional word over 30. The total cost would be around \$117.00.

Motions, Resolutions, and Ordinances

A motion was made and seconded to approve and adopt Resolution #20-03 Sexual Harassment Policy. Motion carried.

Items for Next Agenda

Announcements

Adjournment

A motion was made and seconded to adjourn the meeting at 8:08 PM. Motion carried.

The next meeting will be held on Monday, April 13, 2020 at 6:30 PM at the library.

Respectfully submitted,
Dianne Allendorf
Secretary